

# DAUDA KUDIRAT OPEYEMI

✉ daudakudira@icloud.com ☎ 07044361784 📍 Lagos State

## PROFILE

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Highly organized and adaptable professional with experience in **customer service** and **administrative support**. Skilled in handling **customer inquiries**, resolving issues efficiently, and maintaining positive client relationships. Experienced in **office administration**, record management, scheduling, and supporting daily business operations. Strong **communication**, multitasking, and problem-solving abilities with a focus on accuracy and efficiency. Open to opportunities across any sector or role, bringing a flexible mindset, strong work ethic, and commitment to delivering excellent results in fast-paced environments

## EDUCATION

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| <b>Higher National Diploma (HND)</b> , The Gateway ( ICT) Polytechnic | 2022 – 2024         |
| Mass Communication                                                    | Saapade, Ogun State |

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|---------------------------------------------------------------|---------------------|
| <b>National Diploma (ND)</b> , The Gateway ( ICT) Polytechnic | 2019 – 2021         |
| Mass Communication                                            | Saapade, Ogun State |

## PROFESSIONAL EXPERIENCE

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| <b>Personal Assistant (NYSC Intern)</b> , Lagos Television | 06/2025 – 05/2026  |
|                                                            | Ikeja, Lagos State |

- **Managed and coordinated incoming and outgoing correspondence**, ensuring timely collection, sorting, and proper distribution of mails and official documents.
- **Handled email communication and dispatching**, ensuring prompt responses, accurate documentation, and professional correspondence with clients and stakeholders.
- **Attended to clients and visitors professionally**, providing excellent customer service and maintaining positive business relationships.
- **Provided effective solutions to client inquiries and concerns**, ensuring issues were resolved efficiently and customer satisfaction was maintained.
- **Supported the General Manager with daily administrative tasks**, ensuring smooth coordination of office activities and communication flow.

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| <b>Customer Service Representative (CSR)</b> , G-Tech Limited | 07/2024 – 02/2025 |
|                                                               | Lagos State       |

- **Delivered structured training sessions** on digital and technical skills, ensuring learners understood core concepts through simplified teaching methods.
- **Developed and organized learning materials** to support effective lesson delivery and improve student engagement.
- **Guided and mentored students** through practical assignments, ensuring steady improvement in skill acquisition and confidence.
- **Assessed student performance** through regular evaluations, providing constructive feedback to support continuous learning progress.
- **Maintained a supportive learning environment** that encouraged participation, collaboration, and hands-on practice.
- **Assisted in curriculum delivery and classroom coordination**, ensuring smooth execution of training programs.

- **Managed daily office operations**, ensuring smooth workflow, proper coordination, and timely completion of administrative tasks.
- **Organized and maintained records, files, and documentation systems**, improving accessibility and overall office efficiency.
- **Handled correspondence and communication**, ensuring prompt responses to emails, phone calls, and internal requests.
- **Coordinated meetings, schedules, and appointments**, ensuring effective time management for staff and management.
- **Supported data entry and report preparation**, ensuring accuracy, clarity, and proper documentation of information.
- **Monitored office supplies and inventory needs**, ensuring uninterrupted operations and reducing workflow disruptions.
- **Assisted in preparing reports, presentations, and official documents**, improving communication and decision-making processes

## **CERTIFICATES**

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**National Youth Services  
Corps (NYSC)**  
2026

## **CAREER OBJECTIVE**

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To contribute my skills, professionalism, and adaptability toward achieving organizational goals while gaining valuable experience and career growth.

## **SKILLS**

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### **Technical Skills**

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Data Entry & Research
- Report Writing & Presentation
- Customer relationship management

### **Soft Skills**

- Strong Written & Verbal Communication
- Impressive troubleshooting and problem-solving skills
- Time Management &
- Organization
- Attention to Detail &
- Accuracy
- Professionalism & Integrity

## **LANGUAGES**

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- English Language
- Yoruba Language